



JobDescription: Residential Advocate, Casa Q

Reports to: Program Manager & Director

Compensation: competitive salary based on experience. \$10.00-12.00hr

Work Schedule: Full time & Part time

Summary of Position

Provide direct care and supervision of residents of Casa Q and participate in day to day operations of the program. Maintain familiarity with all aspects of Casa Q philosophies, integrating and applying philosophies into everyday interactions and practice. Maintain familiarity with and abide by all aspects of Casa Q internal policies and procedures. Participate as a member of agency and program teams.

Primary Duties and Responsibilities

- A. Provide program and/or administrative activities, exercising discretion and using sound judgment under regular supervision
- B. Provide direct care and supervision of residents in compliance with policies, procedures, contracts and other regulations, working to insure the health and safety of clients by responding immediately to any incidences that might impair the health or safety of any resident or staff member.

SPECIFIC PROGRAM DUTIES

- I. Complete and review comprehensive resident and program documentation from intake to discharge, as determined by program requirement, provide case management services.
- II. Provide continuity of care by participating in the implementation of individual resident plans
- III. Provide room checks, as required by program policy – ensuring health and safety of residents & staff
- IV. Document information for required reports and billing
- VI. Provide data entry of life skills and case management services
- VII. Insure client files are up to date in compliance with agency specifications
- VIII. Participate in the maintenance of the facility, grounds, vehicles and equipment
- VIII. Participate in the hiring and training of staff, as assigned by supervisor
- X. Perform other duties, as assigned by supervisor

Required Qualifications

- Bachelor's Degree in a human service field with one year relevant experience, preferred; or some college or high school diploma and five years relevant experience with youth, required
- Knowledge of residential programs, desirable
- Excellent time management and organizational skills with the ability to work under pressure and adjust to changing priorities and deadlines
- Computer software skills including Windows, Microsoft Excel, Microsoft Word
- Initiative, creativity, reliability, flexibility, thoroughness
- Strong oral and written communication skills with good quality spelling, grammar and punctuation
- High integrity when dealing with a broad array of cultures and restricted and/or confidential information
- Valid Driver's License, personal auto insurance, insurable under Casa Q automobile policy to allow transport of clients
- Criminal Records Check clearance/CPR and First Aid certificates

PHYSICAL AND MENTAL REQUIREMENTS OF JOB:

Ability to stoop, kneel, crouch, crawl, reach, stand, walk, run, push, pull, lift, grasp, and be able to perceive the attributes of objects such as size, shape, temperature, and/or texture by touching with skin. Ability to express and exchange ideas via spoken word during activities in which staff must convey detail or important spoken instructions to others accurately, sometimes quickly and loudly. Ability to perceive detailed information through oral, manual and written communications. Individual must be able to lift, carry, push, pull or otherwise move objects. Work requires a minimum standard of visual acuity with or without correction that will enable people in the role to complete written tasks and visually observe clients on the unit and in therapeutic activities. While worker may possibly be subjected to temperature changes, the worker is generally not substantially exposed to adverse environmental conditions as the work is predominantly conducted indoors.

Casa Q provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Casa Q complies with applicable state and local laws governing non-discrimination in employment in New Mexico. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Casa Q expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

date: _____